



JOB INFORMATION

Job Code:	131208
Job Title:	Head Coach, Diving
FLSA Status:	Exempt
Supervisory:	Supervises employees and/or student workers.
Job Family:	Athletics Coaching/Program Management Operations
Job Family Group:	Athletics
Management Level:	4 Administrator

JOB SUMMARY

Develops, implements, and maintains the university's diving program. Responsible for meet success, revenue generation for the athletic department, academic achievement of student athletes, and public relations.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		5 years	
	X	7 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Five years' college coaching experience.
X		Complete understanding of collegiate athletic conference and NCAA rules and regulations.
X		Excellent organizational and strategic planning skills.

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Working knowledge of NCAA rules and regulations and Title IX compliance.
X		Excellent written and oral communication skills.
X		Ability to meet the extended hours and travel requirements of the position.
X		Skilled at implementing administrative tasks and maintaining interpersonal relationships with colleagues.
X		Maintains current CPR/AED Certification.
	X	Seven years' coaching experience at the Division I level.

Other Job Factors

- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Develops, implements, and maintains the university's diving program, providing vision, leadership, and oversight. Responsible for scheduling meets, hiring assistant coaches and support staff, and overall program operations. Supports the development of students' fullest athletic potential through guidance and coaching.				
Identifies, recruits, and develops quality prospective student-athletes for the diving program, in compliance with the institution's recruitment policy. Develops and enforces discipline through written team rules, the department code of conduct, and university rules, policies, and standards.				
Builds and administers annual budgets. Promotes the diving program to media, donors, the university community and the general public to increase program fundraising, visibility, and revenues. Promotes intercollegiate athletics as an integral part of the university and establishes business and community relationships to solicit support.				
Maintains responsibility for athletes' academic progress; works closely with the Student-Athlete Academic Services (SAAS) staff to monitor academic performance. Monitors and maintains the discipline, conduct, and academic progress/status of team members, implementing action plans through appropriate staff when needed. Fosters an environment that promotes the academic success, health, and welfare of student athletes in the assigned program, working collaboratively with university stakeholders as needed.				
Ensures adherence to all association, conference, and university rules by athletes and supporting staff. Complies with all rules and bylaws of the NCAA, Collegiate Athletic Conference, and university regulations relating to program conduct and administration. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/	Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.